

**TO: END BUYER**

**ATTN:**

**SOFT COOPERATE OFFER**

With legal responsibility under penalty of perjury our end seller in Rotterdam hereby confirm the Availability and Capability to Supply the under-list products for Immediate Spot and Contract sales. The Supply is guaranteed to meet the Specification and pass through the stringent requirement of SGS or its Equivalent. A financial Statement from the Buyer's bank clarifying the buyer's financial capability will be required to consider the buyer's negotiations. Only direct negotiations from the end buyer's representative and mandates will be considered.

**TERMS OF TRANSACTION:**

<b>DELIVERY PORT</b>	<b>CIF / FOB</b>
<b>PAYMENT TERM:</b>	MT103, T/T WIRE, SBLC, DLC
<b>LOADING PORT</b>	ROTTERDAM PORT
<b>DOCUMENTS</b>	NETHERLANDS DOCUMENTS
<b>ORIGIN:</b>	KAZAKHSTAN & QATAR ORIGIN
<b>INSPECTION:</b>	ANY UNIVERSALLY ACCEPTED Q&Q INSPECTION COMPANY
<b>COMMISSION:</b>	TO BE SHARED 50/50 EACH BY BOTH SIDES
<b>DIESEL OIL EN590 (10PPM)</b>	CIF \$510/MT/ FOB \$500 / COMMISSION (\$5/\$5)
<b>JET A1 FUEL</b>	CIF \$80 BBL / FOB \$78 BBL / COMMISSION (\$2/\$2)

**TRANSACTION PROCEDURE ON CIF**

1. Buyer issues Purchase Order upon receipt in acceptance of seller's Soft Offer.
2. Seller issues Draft Sales and Purchase Agreement Contract and Commercial Invoice for buyer's review and signing.
3. Buyer signs the Sales and Purchase Agreement Contract and Commercial Invoice back to the seller.
4. Seller sends below Partial POP Documents to buyer as listed below:
  - Certificate of Origin.
  - Commitment to Supply.
  - Product Passport.
  - Statement of Availability of the product.
5. Buyer issues their Financial Guarantee SBLC to cover Trial Shipment to seller's bank in FIVE (5) working days. If the buyer fails to issue SBLC in FIVE (5) working days, in alternative buyer shall make Security Guarantee Deposit of 2% via MT103/TT Wire from the total value of the Contract of the first shipment to seller fiduciary bank account as performance to secure the allocation which will be deducted from the first shipment.

6. Upon confirmation of buyer's SBLC or Security Guarantee Deposit of 2% via TTWire to the seller's bank, the seller will issue 3% Performance Bond, Full POP, and Shipping Documents via SWIFT bank-to bank as shown below:

- Allocation Title Ownership certificate.
- Port Storage Agreement
- Export License
- Charter party Agreement to transport the product to discharge port.
- Tank Storage Receipt.
- SGS Quality and Quantity Certificate.
- Bill of Lading.
- Vessel Questionnaire 88

8. Shipment commences and upon arrival of the vessel tanker at the discharge port, the buyer conducts SGS Inspection and makes the payment for the full shipment or balance of 98% via TT Wire or MT103 and the seller pays commissions according to IMFPA

#### **FOB REFINERY TANK TO VESSEL DIP & PAY PROCEDURE / FOB TANK TO TANK DIP & PAY PROCEDURE**

1. Buyer's issue Icpo containing the seller's working procedure with banking details and scanned copy of buyer's passport data page along with buyers' certificate of registration and buyer's plus TSA or CPA for the refinery to verification and approval.

2. Seller refinery issues a commercial invoice (ci) & warning letter & ncnda/imfpa. Buyer signs and return to seller. Seller will complete verification on tank farm or vessel of the buyer.

3. The Buyer pays for the Clearance Access Entrance Permit (CAEP), Inspection Permit and Required Accreditation from the Tank Farm Company for the Buyer's representatives / Inspection team to be allowed access / entrance into the Tank Farm Storage Facility Terminal and schedule appointment and conduct/execute the Quality & Quantity (Q&Q) or Dip Test Inspection in the Seller's tank by SGS / CCIC or equivalent. A TSR will be issued to the buyer after confirmation of payment. (Buyer's financial responsibility).

4. Upon confirmation of the active TSR seller refinery issues the following pop documents:

- A. Injection report
- B. Certificate of origin
- C. Tank storage receipt from the seller's tank farm
- D. Dip test authorization letter (udta) - unconditional
- E. Atsc-authorization to sell & collect
- F. Fresh sgs or equivalent not older than 48 hours
- G. Authorization to verify the product in the seller's tank (atv)
- H. NCNDA / IMFPA

5. The buyer makes the balance payment for the total Value of the product injected into the buyer's vessel through the means of MT103-TT WIRE TRANSFER Seller pays all the intermediaries involved in the transaction (via the signed IMFPA) and subsequently Monthly/weekly shipment continues as per terms and conditions of the sales and purchase agreement Contract between buyer and seller.

**FOB (TTO PROCEDURE) NON-NEGOTIABLE TANK TAKE OVER**

1. Buyer issues Irrevocable Corporate Purchase Order (ICPO) with Guarantee Letter to take over title of the product.
2. Seller issue draft (MOU) agreement and Commercial Invoice to Buyer counter- sign and return to seller.
3. Seller sends to Buyer the following documents for Buyer's confirmation.
  - Product Passport (Quantity And Quality Analysis Report)
  - Vessel Questionnaire 88
  - Cargo Manifest
  - E.T. A (Estimated Time Of Arrival) Of Vessel
  - Vessel (N.O.R) Notice Of Readiness
  - Invoice For Payment (5%)
  - NCNDA
4. Buyer Conducts Due Diligence on The Availability of The Product Inside the Vessel Via IMO Number And Makes Payment Of 5% Of The Master Invoice Value To The Seller Direct Account Via Mt103 T/T Wire Transfer Within 48 Hours For The Change Of The Consignment Rights And Transfer Of Title Of Ownership To Buyer's Name.
5. After confirmation of buyer's payment, seller notify/contact shipping company to reroute the vessel to the new buyer's desired Port. Seller reissues all POP documents in the name of the new/potential and also releases a fresh dated Dip-Test Authorization- DTA to Buyer to order SGS inspection or Equivalent inspection team for Q & Q inspection upon goods/cargo arrival at the discharge port
6. Upon the successful completion of Dip-test inspection, Buyer makes the balance payment by MT103 wire transfer for the total goods value, Seller transfers Title of ownership Certificate to buyer's name as the legitimate owner of the goods and commence trans-loading.
7. Trans-loading commences immediately. Seller will release payments to the intermediaries involved within 48 hours of receiving the Payment for the product from the Buyer's bank.